

PROJECT MANAGER/OCCUPANCY SUPERVISOR

The Watertown Housing Authority is looking to hire an individual to supervise the Projects and Occupancy Departments with goals to excel and operate efficiently with full occupancy. The incumbent must develop policies and procedures that comply with HUD regulations. This position reports directly to the Executive Director. Salary commensurate with qualifications and experience. The successful candidate must qualify for and successfully pass Civil Service Examination.

Download application available on this site and submit with salary requirements and list of references to: Elizabeth Morris, Civil Service Commission, 245 Washington Street, Room 201B, Watertown, NY 13601. Deadline for responses: April 28, 2006. EOE/ADA employer.

Complete Civil Service Job Specification follows.

DISTINGUISHING FEATURES OF THE CLASS:

This is a challenging position requiring decision-making and management skills. The incumbent is expected to make the Projects and Occupancy Departments excel. The Occupancy Department must operate efficiently with the goal of full occupancy. The incumbent must develop policies and procedures that comply with the U.S. Department of Housing and Urban Development (HUD) regulations. The duties are complex; the level of responsibility is high and requires a broad knowledge of program procedures and operations. This is a supervisory position involving independent performance; supervising and training Occupancy Clerks and Senior Occupancy Clerks. The Project Manager reports directly to the Assistant Executive Director and/or the Executive Director depending on the responsibility involved.

EXAMPLES OF WORK ACTIVITIES: (Illustrative Only)

- Supervises the daily management of all projects in the Occupancy Department;
- Supervises employees by assigning tasks and reviewing completed work; assists employees in handling difficult situations; instructs new employees;
- Provides information to clerks and senior clerks while interpreting and explaining applicable regulations, policies and procedures;
- Works with Public Housing Software systems (Happy Software preferred) in order to ensure that the Housing Authority has an accurate data base of tenant accounts that accurately corresponds with the general ledger, including security and pet deposits;
- Works with the EIV system (a web-site tool to assist Public Housing in income and medical review of the tenants);
- Prepares annual turnaround reports of all moves (in and out) of the Occupancy Department and reports to HUD (Management Operations Certification Assessment System -MASS Report);
- Submits data to the Public and Indian Housing Information Center (PIC system) which requires monthly reporting to (HUD) on all new and existing tenants and terminations;
- Organizes the projects and department for maximum efficiency;
- Orders furniture and equipment and supplies as needed;
- Prepares project and occupancy budgets;
- May prepare agenda and record minutes at Board Meetings;
- May prepare required resolutions and monthly minutes for the Board of Commissioners;
- Reconciles daily receipts, cash and prepare funds for deposit into bank account.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of office technology, procedures, equipment and business English;
- Knowledge of Microsoft Word, Excel spreadsheets, data base, Happy System Software;
- Ability to understand and interpret complicated oral instructions and written directions;
- Ability to develop effective working relationships and deal diplomatically with the public and the staff;
- Ability to perform close, detail work involving considerable visual effort and strain.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree **and** two (2) years of experience in public housing operations or the Section 8 program; **or** two (2) years of experience as a supervisor in another low income, subsidized housing program; **or** two (2) years of supervisory experience within a program that requires the examination and certification of low-income clients and the administration of those services to the same; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and completion of 30 credits or more at a New York State registered or regionally accredited college or university **and** three (3) years of experience in public housing operations or the Section 8 program; **or** three (3) years of experience as a supervisor in another low income, subsidized housing program; **or** (3) years of supervisory experience within a program that requires the examination and certification of low-income clients and the administration of those services to the same; OR
- (C) Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience in public housing operations or the Section 8 program; **or** four (4) years as a supervisor in another low income, subsidized housing program; **or** four (4) years of supervisory experience within a program that requires the examination and certification of low-income clients and the administration of those services to the same.

SPECIAL REQUIREMENTS:

Must obtain Public Housing Manager (PHM) certification within one (1) year from date of appointment.

Ability to obtain overall certification as Occupancy Specialist from a recognized housing industry within one (1) year from date of appointment.